



PC Downtown

Community College in the
Heart of the City

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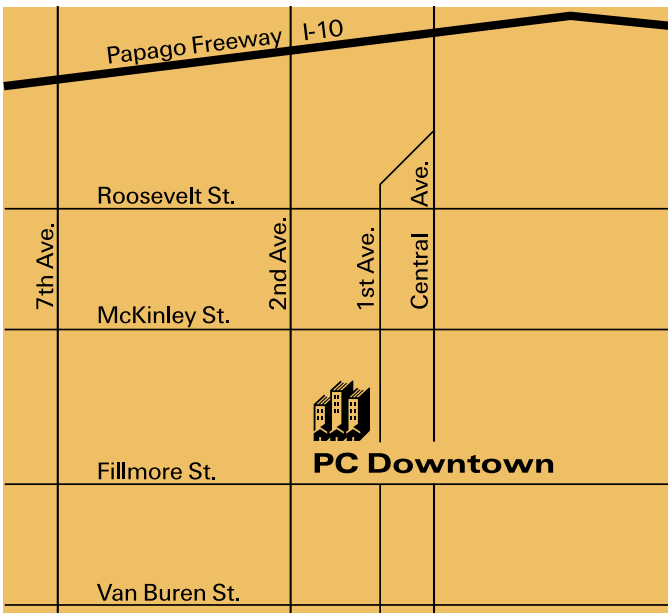
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Non-credit and credit courses are offered at our downtown location with free adjacent parking and convenient light rail access. To fit your busy schedule, we offer courses in a variety of formats. Whether you're working toward a degree, want to get ahead at the office, or just like to learn something new in your free time, we have something for you.

Also located at PC Downtown, the **Custom Training and Education** (CTE) division offers custom training solutions to build the talent of you and your employees – on or off site. Visit www.phoenixcollege.edu/pcdowntown for more information.

In this schedule section includes: Community Education, Continuing Education, Workforce Development, and Ed2Go



640 North First Avenue
Phoenix, AZ 85003

602.223.4050

www.phoenixcollege.edu/pcdowntown

| Course | Title | Units (credits) |
|-------------------|-----------|-----------------------|
| Class No. Bldg/Rm | Days Time | Instructor Course fee |

Community Education

Main Campus

COMM_ED100-92003 **0**
Ceramics - Raku Firing

The traditional form of Raku firing process will be the emphasis of this ceramic class. Construction of forms will be on the potter's wheel and handbuilding, open to beginners as well as advanced students
Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|-------|--------|---|-------------|-------------|-----------|-------|
| 33517 | ART111 | M | 6:00-10:00P | 01/25-05/10 | J Higuchi | \$225 |
|-------|--------|---|-------------|-------------|-----------|-------|

COMM_ED100-92007 **0**
Computer Graphics Open Lab

Note: Students must be registered in another Computer Graphics or Media Arts class in order to register for the Computer Graphics Open Lab.
Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|--|--------|----|-------------|-------------|-------------|------|
| 33519 | ART201 | MW | 3:00- 5:45P | 01/20-05/14 | D Doubleday | \$25 |
| <i>Permission of Department Required</i> | | | | | | |
| 33521 | ART201 | TR | 3:00- 5:45P | 01/19-05/14 | D Doubleday | \$25 |

COMM_ED100-92009 **0**
Photography Open Lab

Note: Students must be registered in a photography class or digital photography class in order to register for the Photography Open Lab.
Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|-------|--------|--|-------------|-------------|--------|------|
| 33523 | ART215 | | 3:00- 6:00P | 01/16-05/14 | J Legg | \$50 |
|-------|--------|--|-------------|-------------|--------|------|

COMM_ED100-97003 **0**
American Sign Language Lab

American Sign Language (ASL) Lab. Anyone can enroll and have access to Phoenix College's state-of-the-art ASL Lab facility each semester. No matter if you are a Phoenix College student learning ASL or an interpreter preparing for your National exams, or somewhere in between...EVERYONE IS WELCOME to register. Videotapes, video cameras, and CD's are available for personal practice. A Deaf lab technician is available for feedback and informal tutoring as time permits. Open lab hours to be announced.
Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|-------|-----|--|-----|-------------|-------|------|
| 33515 | TBA | | TBA | 01/26-05/07 | Staff | \$25 |
|-------|-----|--|-----|-------------|-------|------|

COMM_ED100-99040 **0**
Buy a New or Used Car

For every ten people who buy a brand new car, thirty people will buy a one or two year old car. But the correct, fleet, wholesale price is not found in the showroom or on the car lot. Automotive consultant Bob Jones shows you how to skip the add-ons and all the pitfalls. Buy or lease your next car, new or used, in half the time, and at half the mark-up.
Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|--|------|---|-------------|-------------|-------|------|
| 34643 | A104 | W | 6:00-10:00P | 04/07-04/07 | Staff | \$20 |
| <i>Class 34643 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |



Can I find courses that start after 5:00 p.m.?

Find Out!
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| Course | | Title | | Units (credits) | | Course | | Title | | Units (credits) | | | |
|-----------|---------|-------|------|-----------------|------------|------------|-----------|---------|------|-----------------|-------|------------|------------|
| Class No. | Bldg/Rm | Days | Time | Dates | Instructor | Course fee | Class No. | Bldg/Rm | Days | Time | Dates | Instructor | Course fee |

COMM_ED100-99042 0
Colored Pencil Drawing

Unleash your creativity in a supportive environment. Have fun exploring this exciting art medium. This class includes basic drawing techniques, using regular and water soluble colored pencils, coloring mixing, and materials exploration. List of needed supplies will be provided on the first day of class.
Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|-------|------|---|-------------|-------------|----------|------|
| 53652 | E116 | F | 1:00- 3:00P | 02/05-04/02 | J Cooper | \$39 |
|-------|------|---|-------------|-------------|----------|------|

Class 53652 will not have a class meeting on 3/19 due to Spring Break.

COMM_ED100-99043 0
Acrylic Painting

Color mixing, paint handling techniques, and painting styles are just some of the elements of what will be covered in this fun, creative class. Individual expression is encouraged and all experience levels are welcome. List of needed supplies will be provided on the first day of class.
Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|-------|------|---|-------------|-------------|----------|------|
| 53653 | E116 | M | 1:00- 3:30P | 02/01-03/29 | J Cooper | \$39 |
|-------|------|---|-------------|-------------|----------|------|

Class 53653 will not meet on 3/15 due to Spring Break.

PC Downtown Campus

COMM_ED100-99040 0
Buy a New or Used Car

For every ten people who buy a brand new car, thirty people will buy a one or two year old car. But the correct, fleet, wholesale price is not found in the showroom or on the car lot. Automotive consultant Bob Jones shows you how to skip the add-ons and all the pitfalls. Buy or lease your next car, new or used, in half the time, and at half the mark-up.
Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|--|---------|---|-------------|-------------|-------|------|
| 53650 | PCDT207 | W | 6:00-10:00P | 02/03-02/03 | Staff | \$29 |
| <i>Class 53650 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |
| 53651 | PCDT101 | S | 8:30-12:30P | 05/01-05/01 | Staff | \$29 |
| <i>Class 53651 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |

COMM_ED100-99044 0
Beginning Computer

Come and learn beginning computer knowledge and usage in this fun, two day series. No prior computer knowledge necessary.
Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|--|---------|----|-------------|-------------|----------|------|
| 34657 | PCDT207 | MW | 6:00-10:00P | 03/22-03/24 | L Bleuze | \$46 |
| <i>Class 34657 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |
| 34659 | PCDT207 | MW | 6:00-10:00P | 04/19-04/21 | L Bleuze | \$46 |
| <i>Class 34659 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |

COMM_ED100-99045 0
Beginning Internet

Come and learn beginning internet knowledge and usage in this fun, two day series. No prior computer knowledge necessary.
Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|--|---------|----|-------------|-------------|----------|------|
| 34661 | PCDT207 | MW | 6:00-10:00P | 03/29-03/31 | L Bleuze | \$46 |
| <i>Class 34661 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |
| 34663 | PCDT207 | MW | 6:00-10:00P | 04/26-04/28 | L Bleuze | \$46 |
| <i>Class 34663 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |

COMM_ED100-99055 0
Beginning eBay

You will learn how to use eBay's website to register, search, bid, and sell items for fun and profit. This class is hands-on and held in the computer lab. 8 hour course.
Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|--|---------|----|-------------|-------------|-------|------|
| 53656 | PCDT125 | R | 8:00-12:00P | 01/26-01/28 | Staff | \$89 |
| <i>Class 53656 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |
| 53655 | PCDT125 | TR | 5:00- 9:00P | 05/11-05/13 | Staff | \$89 |
| <i>Class 53655 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |

COMM_ED100-99056 0
Short Story Discussion

Participants will read and discuss stories by the finest masters of the short literary form. Small group activities are designed to get everyone involved in interpretation and shared impressions.
Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|---|---------|---|-------------|-------------|-------------|------|
| 53646 | PCDT103 | T | 1:30- 3:00P | 01/26-05/04 | P Silberman | \$19 |
| <i>Class 53646 will be held at the PC Downtown Campus, 640 North First Avenue and will meet on the following dates: 1/26, 2/9, 2/23, 3/9, 3/23, 4/6, 4/20, and 5/4.</i> | | | | | | |

COMM_ED100-99057 0
Readers' Theater

No acting ability needed to join our Readers' Theatre, just an interest in dramatic literature and a desire to exercise the mind and emotions through thoughtful reading. Readers' Theatre is a collaborative oral reading activity using voices, facial expression, and hand gestures to interpret characters in scripts or stories. The class will explore beginning techniques and how to adapt stories, poetry, and plays for the medium.
Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|---|---------|---|-------------|-------------|-------------|------|
| 53647 | PCDT104 | T | 1:30- 3:00P | 02/02-05/11 | P Silberman | \$19 |
| <i>Class 53647 will be held at the PC Downtown Campus, 640 North First Avenue and will meet on 2/2, 2/16, 3/2, 3/30, 4/13, 4/27 and 5/11.</i> | | | | | | |

COMM_ED100-99058 0
News & Money Series

An in-depth look at current events and how they affect money and investments, including a broad historical perspective of the economy and the stock market. A donation has been made to cover the costs of this course.

| | | | | | | |
|---|-----|---|-------------|-------------|-------|-----|
| 53654 | TBA | W | 2:00- 3:30P | 02/03-03/31 | Staff | \$0 |
| <i>Class 53654 will not meet on 3/17 due to Spring Break.</i> | | | | | | |

PC DOWNTOWN & NON-CREDIT

[FYC] = First-Year Composition [L] = Literacy and Critical Inquiry [MA] = Mathematics

[CS] = Computer/Statistics/Quantitative Applications [HU] = Humanities and Fine Arts

[SB] = Social and Behavioral Sciences [SQ/SG] = Natural Sciences

[C] = Cultural Diversity in the United States [G] = Global Awareness [H] = Historical Awareness

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| Course | | Title | | | Units (credits) | | Course | | Title | | | Units (credits) | |
|-----------|---------|-------|------|-------|-----------------|------------|-----------|---------|-------|------|-------|-----------------|------------|
| Class No. | Bldg/Rm | Days | Time | Dates | Instructor | Course fee | Class No. | Bldg/Rm | Days | Time | Dates | Instructor | Course fee |

COMM_ED100-99059 **0**
Art All Around Us

An art lecture series presented by the Phoenix Art Museum.

| | | | | | | |
|-------|---------|---|-------------|-------------|-------|-----|
| 53729 | PCDT101 | M | 1:00- 2:00P | 02/22-04/19 | Staff | \$0 |
|-------|---------|---|-------------|-------------|-------|-----|

Class 53729 is part of the free Phoenix Art Museum Lecture Series, which will be held at the PC Downtown Campus, 640 North First Avenue. Class will not meet on 3/15/09.

COMM_ED100-99061 **0**
Office Suite 2007

An overview of the Microsoft Office 2007 software application. Topics include word processing, database management and operating system commands. 8 hour course.

Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|--|---------|----|-------------|-------------|-------|------|
| 53859 | PCDT125 | F | 8:00-12:00P | 03/19-03/26 | Staff | \$89 |
| <i>Class 53859 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |
| 53860 | PCDT125 | TR | 5:00- 9:00P | 01/19-01/21 | Staff | \$89 |
| <i>Class 53860 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |

COMM_ED100-99062 **0**
Beginning Access 2007

Access can help you organize your address book, client base, mailing lists and various types of group files for home, business, or both. 8 hour course.

Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|--|---------|----|-------------|-------------|-------|------|
| 53861 | PCDT125 | F | 8:00-12:00P | 01/22-01/29 | Staff | \$89 |
| <i>Class 53861 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |
| 53862 | PCDT125 | TR | 5:00- 9:00P | 01/26-01/28 | Staff | \$89 |
| <i>Class 53862 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |

COMM_ED100-99063 **0**
Microsoft Project 2007

Learn to use Microsoft Project, to help you manage a full range of tasks and projects. 8 hour course.

Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|--|---------|----|-------------|-------------|-------|------|
| 53863 | PCDT125 | F | 8:00-12:00P | 04/09-04/16 | Staff | \$99 |
| <i>Class 53863 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |
| 53864 | PCDT125 | TR | 5:00- 9:00P | 05/04-05/06 | Staff | \$99 |
| <i>Class 53864 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |

COMM_ED100-99064 **0**
Beginning Word 2007

Designed for those with little or no knowledge of Word, you will learn to create, edit, and save a document; Discover how to copy and paste, use tabs, indents, bullets, numbering, headers and footers, and change document layouts. 8 hour course.

Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|--|---------|----|-------------|-------------|-------|------|
| 53865 | PCDT125 | F | 8:00-12:00P | 03/05-03/12 | Staff | \$89 |
| <i>Class 53865 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |
| 53866 | PCDT125 | TR | 5:00- 9:00P | 04/20-04/29 | Staff | \$89 |
| <i>Class 53866 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |

COMM_ED100-99065 **0**
Beginning Excel 2007

Fundamental spreadsheet features and functions. Learn the basics of creating a worksheet with text, numbers, and mathematical formulas. Explore techniques to edit, format, and print workbooks. 8 hour course.

Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|--|---------|----|-------------|-------------|-------|------|
| 53872 | PCDT125 | F | 8:00-12:00P | 02/19-02/26 | Staff | \$89 |
| <i>Class 53872 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |
| 53871 | PCDT125 | TR | 5:00- 9:00P | 04/06-04/15 | Staff | \$89 |
| <i>Class 53871 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |

COMM_ED100-99066 **0**
Computer Skills for the Workplace

This class is designed to cover the basic entry level computer skills. Topics include Windows and applications including Word, Excel, and PowerPoint. 16 hour course.

Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|--|---------|----|-------------|-------------|-------|-------|
| 53876 | PCDT125 | TR | 8:00-12:00P | 03/02-03/11 | Staff | \$199 |
| <i>Class 53876 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |
| 53875 | PCDT125 | TR | 5:00- 9:00P | 03/23-04/01 | Staff | \$199 |
| <i>Class 53875 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |

COMM_ED100-99067 **0**
Beginning Quickbooks 2007

Learn the basics of this business accounting package. Covers inventory, invoices, accounts receivable/payable, payments, bank transactions, check register, reports, graphs, tracking sales tax, and payroll. 16 hour course.

Prerequisites: None. **PC Note: Special Fee Payable at Time of Registration.**

| | | | | | | |
|--|---------|----|-------------|-------------|-------|-------|
| 53879 | PCDT125 | TR | 8:30-11:30A | 02/09-02/18 | Staff | \$195 |
| <i>Class 53879 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |
| 53878 | PCDT125 | F | 8:30- 3:30P | 02/05-02/12 | Staff | \$195 |
| <i>Class 53878 will be held at the PC Downtown Campus, 640 North First Avenue.</i> | | | | | | |

Continuing Education

Main Campus

CONT_ED100-89010 **0**
ACLS Refresher

Designed to provide the healthcare professional with a review and updated information in emergency cardiovascular care and protocols for the patient in cardiac arrest, post- resuscitative patient management, and core cases in Advanced Cardiac Life Support (ACLS) according to current Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care 2004. Includes the ACLS approach to cardiovascular emergencies, elements of emergency cardiovascular care, ethical and legal issues, review and validation of the techniques of airway assessment and management, ventilation techniques, oxygen therapy, intravenous therapy, analyzing and interpreting the electrocardiogram (ECG), analyzing and interpreting the 12-lead ECG, myocardial ischemia, injury, and infarction, electrical interventions,



Get your game on! Sign up for a class today.

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| Course | | Title | | | Units (credits) | | Course | | Title | | | Units (credits) | |
|-----------|---------|-------|------|-------|-----------------|------------|-----------|---------|-------|------|-------|-----------------|------------|
| Class No. | Bldg/Rm | Days | Time | Dates | Instructor | Course fee | Class No. | Bldg/Rm | Days | Time | Dates | Instructor | Course fee |

cardiovascular pharmacology, acute coronary syndromes, emergency cardiovascular care algorithms, acute stroke and transient ischemic attack, and special resuscitation situations. Prerequisites: (Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or EMT240) or permission of instructor.

| | | | | | | | | | | | | | |
|-------|-------|---|-------------|-------------|---------|-------|--|--|--|--|--|--|--|
| 34677 | PSB17 | S | 9:00- 5:00P | 02/06-02/06 | D Daley | \$135 | | | | | | | |
| | | | | | | | <i>Permission of Department Required</i> | | | | | | |
| | | | | | | | <i>Special Fee Payable at Time of Registration</i> | | | | | | |
| 34679 | PSB20 | S | 9:00- 5:00P | 03/13-03/13 | D Daley | \$135 | | | | | | | |
| | | | | | | | <i>Permission of Department Required</i> | | | | | | |
| | | | | | | | <i>Special Fee Payable at Time of Registration</i> | | | | | | |
| 34681 | PSB20 | S | 9:00- 5:00P | 04/03-04/03 | D Daley | \$135 | | | | | | | |
| | | | | | | | <i>Permission of Department Required</i> | | | | | | |
| | | | | | | | <i>Special Fee Payable at Time of Registration</i> | | | | | | |
| 34689 | PSB20 | S | 9:00- 5:00P | 05/08-05/08 | D Daley | \$135 | | | | | | | |
| | | | | | | | <i>Permission of Department Required</i> | | | | | | |
| | | | | | | | <i>Special Fee Payable at Time of Registration</i> | | | | | | |

Ed2Go Online



Phoenix College is now offering comprehensive and self-contained online courses through Ed2Go. The easy pace, stress-free environment provided by Ed2Go courses help spark continuing interest in selected subjects leading to credit courses which offer participants face-to-face interaction with instructors and fellow students.

Course Information:

All courses run for six weeks (with a two-week grace period at the end). New course sessions begin on the third Wednesday of each month. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

How to register

Step one (Find your course):

Please go to www.ed2go.com/ctepc to see what classes are available and follow the instructions for selecting your course.

Step two (Get class number):

Once you have registered with Ed2Go for your course, please contact the CTE office at 602.223.4051, so we can provide you with a class number and log-in instructions.

Step three (Registration and Payment):

Call in: Use your credit card and call 602.285.7777

Fax in: Use your credit card and fax the registration form to 602.285.7813

In person: Complete the Phoenix College registration form and bring it or mail it with your check to: Phoenix College at 1202 West Thomas Road, Phoenix, AZ 85013

Ed2Go Online Courses

ONLINE200-10001

0

ED2GO - GED Preparation

Want to pass the GED? If you are comfortable reading newspapers and you can add, subtract, multiply, and divide without a calculator, you're halfway there! This course will help you develop the additional reading and thinking skills you'll need to succeed in all five GED test areas: Writing Skills, Social Studies, Science, Literature, and Math. After completion of this course, you should be well-equipped to take--and pass--the GED!

Prerequisites: None. **PC Note:** *Special Fee Payable at Time of Registration.*

| | | | | | | | | | | | | |
|-------|-------|-----|-------------|-------|------|--|---|--|--|--|--|--|
| 53626 | ED2GO | TBA | 01/20-03/12 | Staff | \$99 | | | | | | | |
| | | | | | | | <i>For online registration process, please contact Don Jensen-Bobadilla of CTE at 602-223-4051.</i> | | | | | |

ONLINE200-10007

0

ED2GO - GRE Preparation I

This course covers all question types on the verbal and analytical sections of the GRE.

Prerequisites: None. **PC Note:** *Special Fee Payable at Time of Registration.*

| | | | | | | | | | | | | |
|-------|-------|-----|-------------|-------|------|--|---|--|--|--|--|--|
| 53642 | ED2GO | TBA | 01/16-03/12 | Staff | \$99 | | | | | | | |
| | | | | | | | <i>For online registration process, please contact Don Jensen-Bobadilla of CTE at 602-223-4051.</i> | | | | | |

ONLINE200-10011

0

ED2GO - GMAT Preparation

Applying to graduate business and management schools usually means taking the GMAT. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types.

Prerequisites: None. **PC Note:** *Special Fee Payable at Time of Registration.*

| | | | | | | | | | | | | |
|-------|-------|-----|-------------|-------|------|--|---|--|--|--|--|--|
| 53643 | ED2GO | TBA | 01/20-03/12 | Staff | \$99 | | | | | | | |
| | | | | | | | <i>For online registration process, please contact Don Jensen-Bobadilla of CTE at 602-223-4051.</i> | | | | | |

ONLINE200-10015

0

ED2GO - LSAT Preparation I

Law school entrance procedures, law school survival techniques, test-taking techniques, analytical reasoning, and drafting diagrams are discussed in Course 1 of this two-course series.

Prerequisites: None. **PC Note:** *Special Fee Payable at Time of Registration.*

| | | | | | | | | | | | | |
|-------|-------|-----|-------------|-------|------|--|---|--|--|--|--|--|
| 53644 | ED2GO | TBA | 01/20-03/12 | Staff | \$99 | | | | | | | |
| | | | | | | | <i>For online registration process, please contact Don Jensen-Bobadilla of CTE at 602-223-4051.</i> | | | | | |

ONLINE200-10025

0

ED2GO - SAT/ACT Preparation I

Master the reading, writing, English, and science questions on the ACT and new SAT. This course will prepare you to take the verbal question types on both the ACT and the new SAT 2005. SAT/ACT Preparation Part I is designed to prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the new SAT 2005. You'll refresh your knowledge of verbal topics and learn techniques that can help you relieve test-taking anxiety.

Prerequisites: None. **PC Note:** *Special Fee Payable at Time of Registration.*

| | | | | | | | | | | | | |
|-------|-------|-----|-------------|-------|------|--|---|--|--|--|--|--|
| 34457 | ED2GO | TBA | 01/20-03/12 | Staff | \$99 | | | | | | | |
| | | | | | | | <i>For online registration process, please contact Don Jensen-Bobadilla of CTE at 602-223-4051.</i> | | | | | |

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|-----------|---------|-------|------|-------|-----------------|------------|-----------|---------|-------|------|-------|-----------------|------------|
| Class No. | Bldg/Rm | Days | Time | Dates | Instructor | Course fee | Class No. | Bldg/Rm | Days | Time | Dates | Instructor | Course fee |

53645 ED2GO TBA 01/20-03/12 Staff \$99
For online registration process, please contact Don Jensen-Bobadilla of CTE at 602-223-4051.

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ONLINE200-10039
ED2GO - Start Own Small Bus

Learn how to take your dream of starting a business and put it into action. In this class, you'll learn everything you need to know about starting a business including start-up options, proven marketing techniques, unique financing options, and easy employee-management tips. You'll discover the secrets that separate the successful entrepreneurs from the struggling ones.

34975 ED2GO TBA 02/17-04/09 Staff \$99
For online registration process, please contact Don Jensen-Bobadilla of CTE at 602-223-4051.

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ONLINE200-10051
ED2GO - Introduction to SQL

Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You'll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

Prerequisites: None. **PC Note:** Special Fee Payable at Time of Registration.

34901 ED2GO TBA 01/20-03/12 Staff \$99
For online registration process, please contact Don Jensen-Bobadilla of CTE at 602-223-4051.

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ONLINE200-10053
ED2GO - Introduction to the Internet

Master the in's and out's of the Internet with this informative, behind-the-scenes look at the World Wide Web, search engines, e-mail, chat, telnet, blogging, and more. You'll learn powerful research techniques to help you find whatever you want, whenever you want. You'll also learn how to protect your privacy, download files safely, and keep your computer secure.

Prerequisites: None. **PC Note:** Special Fee Payable at Time of Registration.

34935 ED2GO TBA 01/20-03/12 Staff \$99
For online registration process, please contact Don Jensen-Bobadilla of CTE at 602-223-4051.

0
ONLINE200-10054
ED2GO - Discover Digital Photography

Join us and explore the world of digital photography! This course provides an introduction to the fascinating technology that catapulted the photographic world into the 21st century. We'll discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications. You'll learn what you need, what you can do, and what fun you can have. Whether you're new to photography or a longtime professional making the change to the digital world, this class will provide an introduction to new opportunities.

34941 ED2GO TBA 03/17-05/07 Staff \$99
For online registration process, please contact Don Jensen-Bobadilla of CTE at 602-223-4051.

0
ONLINE200-10056
ED2GO - Effective Business Writing

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Here's how to fill in those gaps in your business writing skills so you can reach your full potential. You may be a clerical worker, an engineer, or an executive. If you communicate with others in

writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents-including e-mail-that immediately draw readers in and motivate them to do what you want.
 Prerequisites: None. **PC Note:** Special Fee Payable at Time of Registration.

34989 ED2GO TBA 02/17-04/09 Staff \$99
For online registration process, please contact Don Jensen-Bobadilla of CTE at 602-223-4051.

Workforce Development

PC Downtown Campus

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WRKDEV300-10001
Pharmacy Technician

The Pharmacy Technician Program at Phoenix College is a 72 hour course designed to teach students the fundamentals and particulars of being a pharmacy technician. The program is geared towards a variety of students including those interested in becoming pharmacy technicians, pre-pharmacy students, or those with a healthcare background looking to strengthen their current skills. This class introduces students to various pharmacy practice settings and covers drug classes, basic physiology, drug interactions, and daily pharmacy operations. This program trains individuals to effectively assist in pharmaceutical preparations and complete daily required tasks in any pharmacy environment, although on-the-job training is still a crucial part of the educational process. All classes are taught by an interim licensed or practicing Registered Pharmacist or Doctor of Pharmacy who brings real life experience to the classroom. A Recognition of Completion document is granted upon successful completion. Please note that this course is very condensed, requires outside reading, and is taught at an accelerated pace. There is some math involved in the course. It is preferred you have some knowledge of basic arithmetic/math (primarily proportions and fractions).
 Prerequisites: None. **PC Note:** Special Fee Payable at Time of Registration.

53661 PCDT104 TR 8:00-11:00A 02/02-05/04 Staff \$915
Class 53661 will be held at the PC Downtown Campus, 640 North First Avenue.

53662 PCDT104 MW 6:30- 9:30P 02/01-04/28 Staff \$915
Class 53662 will be held at the PC Downtown Campus, 640 North First Avenue.

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WRKDEV300-10015
Dialysis Technician

This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform both the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Dialysis Technicians must also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures including administering oxygen or performing Basic Cardiopulmonary Resuscitation. Additionally, they may also be involved in the training of patients for at-home dialysis treatment and providing them with the emotional support they need for self-care. Note: This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program
 Prerequisites: None. **PC Note:** Special Fee Payable at Time of Registration.

53659 PCDT101 MW 8:00-11:00A 02/01-04/05 Staff \$915
Class 53659 will be held at the PC Downtown Campus, 640 North First Avenue.

PC DOWNTOWN & NON-CREDIT



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| Course | Title | Units (credits) |
|---|----------------------------|-----------------------|
| Class No. Bldg/Rm | Days Time | Instructor Course fee |
| 53660 PCDT207 | TR 6:30- 9:30P 02/02-04/08 | Staff \$915 |
| Class 53660 will be held at the PC Downtown Campus, 640 North First Avenue. | | |

WRKDEV300-10030 0

Introduction to ArcGIS I

ArcGIS Desktop is ESRI's full-featured GIS software for visualizing, creating, managing, and analyzing geographic data. This course provides the foundation for becoming a successful ArcGIS Desktop user. Students who successfully complete the course will receive an ESRI certificate of completion. Students should know how to use Windows®-based software. Supply fee of \$75 payable to instructor at start of class.

Prerequisites: None. **PC Note:** Special Fee Payable at Time of Registration.

| | | |
|---|----------------------------|-----------------|
| 34605 PCDT125 | RF 8:00- 9:15A 04/01-04/02 | K Blevins \$270 |
| Class 34605 will be held at the PC Downtown Campus, 640 North First Avenue. | | |

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|--|----------------------------|-----------------|
| 53657 TBA | RF 8:00- 5:00P 02/02-02/04 | K Blevins \$270 |
| Class 53657 has a \$75.00 instructional materials fee, payable to Phoenix College, due on the first day of class and will be held at the PC Downtown Campus, 640 North First Avenue. | | |

WRKDEV300-10032 0

Grant Writing Made Easy!

This seminar demystifies the grant writing process. Participants learn the basics to develop and write an effective proposal.

Prerequisites: None. **PC Note:** Special Fee Payable at Time of Registration.

| | | |
|---|---------------------------|--------------|
| 34653 PCDT101 | S 9:00-12:00P 03/27-03/27 | M Graci \$45 |
| Class 34653 will be held at the PC Downtown Campus, 640 North First Avenue. | | |
| 34655 PCDT101 | S 9:00-12:00P 04/17-04/17 | M Graci \$45 |
| Class 34655 will be held at the PC Downtown Campus, 640 North First Avenue. | | |

WRKDEV300-10043 0

LEED Green Associate

This program gives you the knowledge to implement the many different ways of using less energy, water, and natural resources; creating less waste; and fostering a healthy and comfortable environment for the occupants. Course fee includes curriculum materials and handouts. 16 hours of instruction.

Prerequisites: None. **PC Note:** Special Fee Payable at Time of Registration.

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| 55032 PCDT102 | MT 8:00- 5:00P 03/15-03/16 | Staff \$595 |
|---------------|----------------------------|-------------|

WRKDEV300-10044 0

Energy Audit Training

This program gives you the knowledge to understand the relationship between all interconnected systems of a house as key to its overall performance, efficiency, and durability. Geared for HERS raters, home inspectors, HVAC professionals, insulation professionals, general contractors, homebuilders, engineers with a four-year degree and other construction professionals. Course fee includes classroom training (one full day plus two half-days), field training (two half days), course materials, study materials, BPI application and exams. 32 hours of instruction.

Prerequisites: None. **PC Note:** Special Fee Payable at Time of Registration.

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|---------------|-------------------------------|---------------|
| 55033 PCDT207 | MTWRF 9:00- 5:00P 03/22-03/26 | Staff \$1,595 |
|---------------|-------------------------------|---------------|

Look in the Spring Classes section for these credit courses offered at PC Downtown:

Anthropology (ASB)

- Introduction to Cultural and Social Anthropology (ASB102)

Art (ART)

- Photojournalism I (ART135)
- Photojournalism II (ART136)
- Introduction to Digital Photography (ART142)
- Intermediate Digital Photography (ART143)
- Digital Studio (ART269 AC)

Paralegal Studies (LAS)

- Introduction to Law (LAS101)
- Legal Procedures I (LAS109)
- Legal Procedures II (LAS110)
- Legal Writing I (LAS131)
- Ethics and Professional Practice (LAS203)
- Business Law for Paralegals (LAS204)
- Insurance and Tort Law (LAS212)
- Business Organizations (LAS214)
- Administrative Law (LAS218)
- Computerized Law Office and Litigation Support (LAS229)



The e-Courtroom at PC Downtown gives students the opportunity to practice trial procedure in a fully functional courtroom.

Telecommunications (TCM)

- Introduction to Non Linear Editing: Final Cut Pro (TCM241AB)

[FYC] = First-Year Composition [L] = Literacy and Critical Inquiry [MA] = Mathematics

[CS] = Computer/Statistics/Quantitative Applications [HU] = Humanities and Fine Arts

[SB] = Social and Behavioral Sciences [SQ/SG] = Natural Sciences

[C] = Cultural Diversity in the United States [G] = Global Awareness [H] = Historical Awareness

Fitness Center

602.285.7295



Fitness and Group Exercise Hours

Fitness Center Spring Hours*

Monday–Thursday .5:30 a.m. – 1:00 p.m.
 4:00 p.m.–8 p.m.
 Friday5:30 a.m. – 1:00 p.m.
 4:00 p.m.–8 p.m.
 Saturday8:00 a.m. – 1:00 p.m.

Group Exercise Class Spring Hours*

Monday–Friday ... 7:00 a.m. – 12:00 noon

For a group exercise schedule, visit our website at www.phoenixcollege.edu/he or visit our department in the South Gym.

**Times are subject to change.*

Non-Credit Courses

If you want to take a fitness, group exercise, or weight training class, **BUT DO NOT NEED A GRADE OR CREDIT**, enroll in the following class:

FITNESS100-83065 33569 01/02 – 05/29 \$145 Spring

Late-start classes are also available if you are joining after the beginning of the semester. Call or visit the fitness center for details, or visit our online course schedule. A one-week guest pass is available to new members at no charge. Ask for details at the Fitness Center.

Senior Fitness

If you are a senior (62+ must show ID to register) want to take a fitness, group exercise, or weight training class, enroll in the following class:

FITNESS100-83011 33529 01/16 – 05/29 \$80

Yearly membership is also available.

Check out PC Senior Wellness — a comprehensive program designed to help individuals remain healthy. Call to learn more, or visit www.phoenixcollege.edu/SeniorWellness.

Credit Courses

Credit courses, including late start courses, can be found in the Physical Education (PED) section of the schedule.

Note: Credit Students must attend orientation. See schedule for days and times. Returning non-credit students need to update paperwork in the Fitness Center.

Experience the benefits of staying fit and healthy by enrolling in one our fitness classes! Lifetime Fitness, Weight Training, and Group Exercise classes are open to students and the community.

Once enrolled in a Lifetime Fitness, Weight Training, or a group exercise section, you have access to our Fitness Center and group exercise classes at no additional charge. Experience state of the art equipment and outstanding instruction by degreed, certified fitness professionals.

Note: Our group exercise offerings include, but are not limited to: step, boot-camp, body sculpt, zumba, pilates, and indoor cycling. A medical release may also be required prior to exercising or if medical condition changes.

